

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
299-20

Effective Date:
08/17/2016

Subject:
Visitor Policy

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish guidelines for the handling of visitors to the Farmington Police Department's main Police Station.

POLICY:

It is the policy of the Farmington Police Department to ensure the safety of visitors and employees, and to ensure operational security by tracking the arrival and departure of all visitors to the Police Station.

PROCEDURE:

All employees of the Farmington Police Department share jointly in the responsibility for ensuring their own safety and that of other city employees and the visiting public by adhering to the following procedures:

- 1) All visitors to the Police Station (including employees of other city departments) are required to enter and depart through the main doors to the lobby area.
- 2) All visitors are required to sign in and out at the reception desk, and verify their identity with a government-issued photo ID. The sign-in will be reviewed at the close of each business day to ensure that all visitors for that date have signed out.
- 3) If a visitor must remain after 5:00 pm, the employee responsible for their presence (i.e. the individual they are here to visit) is to ensure that they are escorted out of the building at the end of their visit, and the responsible employee should return the visitor's badge to the Reception desk with a note indicating the time of departure. Reception personnel will then record the departure time on the sign-in sheet for that day. Each day's dated sign-in sheets will be filed in a binder at the reception desk. These sign-in sheets will be retained for at least one year.
- 3) All visitors will be assigned a numbered badge according to the following two-tier system:
 - a) City of Farmington employees from other departments and law enforcement officers from other agencies will be issued a numbered, *blue*-bordered "Visitor" badge. The visitor is required to wear this badge, clearly displayed, for the duration of their visit. This badge must be returned to Reception upon their departure at the end of each day. Blue badges will have odd-hundred numbers (100-series, 300-series, etc.)
 - b) Members of the general public and temporary contractors will be issued a numbered, *red*-bordered visitor badge. The visitor is required to wear this badge, clearly displayed, for the duration of their visit. This badge must be returned to Reception upon their departure at the end of each day. **Red-badged**

visitors must be escorted at all times by a Police Department employee. Red badges will have even-hundred numbers (200-series, 400-series, etc.)

4) All employees have a responsibility to ensure enforcement of these procedures, and to be alert but courteous in responding to any breach.

5) Efforts should be made to recover any badges not returned to reception by the following morning (e.g. contact the employee who was visited, ask them to contact their visitor to remind them.) The numbers of any badges lost should be recorded and the log kept with the sign-in sheets. *The badge system as a security measure is only as good as the degree of vigilance accorded to its enforcement.*

6) Employees expecting a number of visitors for a meeting, etc., should notify the Reception Desk in advance of the meeting's start. Visitors arriving for meetings and trainings often do not know who their point of contact is, merely the name of the event. Reception must be advised whom to contact for an escort.

7) The arrival of *large* groups of people for a meeting or training can create a security "bottleneck" in the lobby. In that event, visitor passes can be issued at the reception desk, and a copy of the sign-in sheet passed around, and ID verified (if participants are not already known to the PD employee conducting the meeting) at the beginning of the meeting. **It is then the responsibility of the PD employee to ensure that all visitors are signed in, and that all badges are collected and all visitors escorted out at the conclusion of the meeting. The employee is also responsible for recording the departure times and returning the sign-in sheet and visitor badges to Reception.**

8) In the event of an emergency requiring evacuation of the building, the Receptionist is to collect that day's sign-in sheets prior to evacuating. In this way the whereabouts and safety of all visitors in the building at the time of the emergency can be verified.